

 CITY OF TUCSON	City of Tucson Central Safety Services Number: S-007 Subject:	Page 1 of 4
		Effective Date: January 1, 1997
	Safety Training	Reviewed/ Revised: January 1, 2013

1.0 PURPOSE

To outline the policy for City of Tucson employee's Job Safety Training. Job safety training shall begin with the orientation of a new employee and continue as the employee utilizes new equipment and/or is required to learn new job skills or advances to a new job classification.

2.0 SCOPE

Employee safety training is specifically mandated under various OSHA, EPA and DOT requirements, as found in the Code of Federal Regulations. Other training may be required by virtue of the employee's job assignment or special equipment used.

3.0 DEFINITIONS

DOT: The acronym for the Department of Transportation

EPA: The acronym for the Environmental Protection Agency

(M)SDS: Refers to a (Material) Safety Data Sheet

OSHA: The acronym for the Occupational Safety and Health Administration

OSHM: Is the acronym for the City of Tucson's Occupational Safety and Health Manual

PPE: Is the acronym for Personal Protective Equipment

4.0 RESPONSIBILITY

A. Department/Division

1. Department Directors/Administrators shall be responsible for providing adequate time for supervisors to conduct new employee job safety orientation and training. The Director/Administrator will commit the necessary time and resources to effectively allow employees annual and specialized training they need to perform their job functions.

B. Supervisors

1. Supervisors are responsible for ensuring that all employees working under their jurisdiction are properly instructed and trained for the work assigned. Supervisors must also be trained in those areas for which they have supervisory responsibilities. Supervisors are responsible for the areas listed below.

Subject: Safety Training	Number: S-007	Rev. January 1, 2013	Effective Date: January 1, 1997	Page 2 of 4
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2. The Supervisor shall explain all applicable fire safety and building evacuation procedures to any employee assigned to a new job site; this will include the following:
 - a. Evacuation procedures and route for that job site;
 - b. Assembly point after evacuation;
 - c. Location of fire alarm and extinguishers;
 - d. Procedures for bomb threats and handling suspicious devices;
 - e. Special job requirements relating to fire safety, such as "no smoking" policies or the use of special procedures.
3. Employees shall receive a copy of the City of Tucson's Employee Safety Handbook during their employee orientation, or employees shall be directed to the Central Safety Services webpage (<http://drupal.ci.tucson.az.us/central-safety-services>) to view a copy of the current Employee Safety Handbook.
4. Supervisors shall provide or advise the employee of the location of readily available copies of all written procedures applicable to their job, including the following:
 - a. The COT Occupational Safety and Health Manual (OSHM);
 - b. The COT Hazard Communication Program;
 - c. Material Safety Data Sheets (MSDS);
(<http://drupal.ci.tucson.az.us/central-safety-services>)
 - d. Equipment operator's instruction manuals
 - e. Vehicle owner's manuals
 - f. Other such instructions necessary to the safe performance of their job tasks
5. The supervisor will give verbal and practical instruction on any and all equipment to be utilized by the employee. The supervisor will also give verbal and practical instruction on the type of Personal Protective Equipment (PPE) to be utilized by the employee, and how to don, doff, adjust and dispose of PPE.
6. Supervisors shall familiarize all employees with city regulations on the use of city vehicles on city business. Motor vehicle work rules shall be thoroughly explained.

C. Employees

1. Employees shall become familiar with City of Tucson policies delineated above. Questions on City of Tucson policies shall be directed to their immediate supervisor.

Subject: Safety Training	Number: S-007	Rev. January 1, 2013	Effective Date: January 1, 1997	Page 3 of 4
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5.0 EDUCATION AND TRAINING

- A. Central Safety Services Section shall assist departments in the identification of work-related safety training requirements. Annual employee training materials are located on the City of Tucson's CityLearn. (<http://citylearn.tucsonaz.gov/>).
- B. Additionally, Central Safety Services shall assist departments in developing and scheduling necessary specialized training. Contact information for Central Safety Services is 791-4343 or <http://drupal.ci.tucson.az.us/central-safety-services> .

6.0 GENERAL

- A. Central Safety Services shall develop and maintain a core curriculum of safety related training classes. These classes shall be advertised to City Employees on a regular basis or offered on an as needed basis.
- B. Courses are available in electronic format (<http://citylearn.tucsonaz.gov/>) for individual employee participation. Course may also be facilitated for employees by Central Safety Services or a trained instructor from the employee's department.
- C. All training shall be properly documented with an employee sign in roster and signature, both in the employee's personnel folder and in the Central Safety Services training records database. Copies of any test results (written or practical) shall be kept in the employee's personnel file.
- D. For authorization to attend specialty training classes offered by a contract vendor for safety training, **other than** those held exclusively for City of Tucson employees, please see Appendix A.

7.0 ADVICE AND COUNSEL

Central Safety Services shall have responsibility to conduct and/or review all safety related training for the City of Tucson.

Subject: Safety Training	Number: S-007	Rev. January 1, 2013	Effective Date: January 1, 1997	Page 4 of 4
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Training Authorization Form

This form is required to authorize City of Tucson employees to attend vendor classes **other than** those held exclusively for City of Tucson employees. This will help us track such training and assure that our accounting and training records are maintained correctly. (Please Print or Type)

Class Title

Date of Class Class Location

Employee's Last Name First Name Middle Initial Employee #

Department Division Job Description

I certify that the above employee requires this training for the performance of his/her duties as City employee.

Supervisor's Last Name First Name Employee #

Supervisor's Signature Supervisor's Phone # Supervisor's Fax #

Attendance at this class is authorized by Central Safety Services under the terms of our existing contract.

Signatory for Central Safety Services Name (typed or printed)

Authorization Date